DOCUMENT RESUME

ED 081 201 EM 011 365

AUTHOR George, Edward A., Ed.
TITLE Worksheets For Planning Media Facilities.
INSTITUTION Pennsylvania State Dept. of Education, Harrisburg. Bureau of Instructional Support Services.
PUB DATE 71
NOTE 39p.

EDRS PRICE MF-$0.65 HC-$3.29
DESCRIPTORS Checklists; Educational Facilities; Educational Planning; Educational Specifications; *Facility Guidelines; *Facility Inventory; *Instructional Materials Centers; *Planning (Facilities); Primary Grades; Resource Centers; School Planning; *Worksheets

ABSTRACT

A set of checklists are provided to assist primary and secondary educators who are planning to build new media facilities or remodel older ones. Separate worksheets are provided for five distinct sections of the media center--the general use area, the circulation area, the administrative area, the large group instruction area, and the individual instruction area--and for a dozen other components of the school. These are: 1) classrooms, 2) the graphics laboratory, 3) the photographic production area, 4) a special use area, 5) the mechanical production area, 6) the language laboratory, 7) the learning laboratory, 8) the planetarium, 9) the dial access retrieval area, 10) the television facility, 11) the special experience laboratory, and 12) the technical repair area. Individual lists of technological facilities and resources are provided for each area, to foster comprehensive planning. A glossary of media terms, a selected bibliography, and instructions for using the worksheets are also included. (LB)

FILMED FROM BEST AVAILABLE COPY

ED 081201

EM 011 365

Worksheets For Planning Media Facilities

Pennsylvania Department of Education 1973

ED 081201

Worksheets For Planning Media Facilities

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

Edited by
Edward A. George
Bureau of Instructional Support Services
Pennsylvania Department of Education

First Printing 1971
Reprint 1973

Commonwealth of Pennsylvania
Milton J. Shapp, Governor

Department of Education
John C. Pittenger, Secretary

Office of Basic Education
Donald M. Carroll Jr., Commissioner
Harry K. Gerlach, Deputy Commissioner

Bureau of Instructional Support Services
John Christopher, Director

Division of Educational Media
Nile D. Coon, Chief
Arthur D. MacDonald, Coordinator

Pennsylvania Department of Education
Box 911
Harrisburg, Pa. 17126

How to Use Worksheets

Are you building a new school or remodeling existing facilities? This set of worksheets can help you. A multitude of details require consideration. The checklist becomes a useful memory jogger. By selecting the area function from the lefthand column you can determine technological facilities to be considered:

1. Think in terms of areas and functions to be carried on in each area.

2. Use worksheets to check technological facilities, item by item. These are optimum suggestions. Make a selection of those that fit your situation.

3. Make detailed notes in the righthand column on numbers of students, space requirements, equipment and materials needed in each area.

4. Go over listing, step by step, with persons and committees involved. Expert advice should be sought early in the planning process.

It is most important to involve your staff in planning new facilities. They will surprise you with many excellent new ideas. Also, they will always feel the new building, materials and equipment are their own because they had a real part in planning for them.

Audio-visual personnel, librarians and technicians can use the checklist to evaluate present facilities or plan for future expansion of the media center. This type of preplanning insures consideration of many media items easily overlooked and becomes invaluable when working with building committees and architects.

It is vital to secure professional media consultative services from competent representatives of a college, university or the Pennsylvania Department of Education before educational specifications are submitted to an architect. It is also helpful to visit an exemplary school system with superior media facilities and services to get new ideas for planning.

You may want to include items that are not reimbursable. Many ideas that are inexpensive additions to plans will make a difference in the convenience and use of the building in future years. Talk out problems and try to arrive at common decisions within budget limitations. You are building for the future and you will have to convince the school board and the public to include advanced ideas. Larger enrollments in years to come usually make this forward looking adventuresome planning extremely worthwhile.

Definition of Terms

Air brush
Equipment used for spray painting with water colors, lacquers and paint in graphics lab to make signs, posters, stencils. Accessories include compressors, air hoses, pressure gauge and color cups.

Audio-active Comparative
Language lab equipment allowing student and teacher to compare student's responses with prerecorded lessons.

Audio-tutorial equipment
Specially designed equipment for presenting programed instruction to individual students. Sometimes called a teaching machine.

Card catalog
An index to the varied materials in the media center consisting of printed or typed library cards arranged in alphabetical order with author, title and subject cards interfiled providing access to the collection. Audio-visual materials and equipment are usually included in the central card catalog.

Collator
A machine to place pages in proper order for binding following the printing process.

Degaussing
Electromagnetic eraser for removing sound from magnetic tape recordings -- sometimes called a bulk eraser.

Dial Access
Telephone type dialing system providing student access to audio or audio-visual information stored on magnetic tape or on film.

Diazo printer
Diazochrome projectuals are overhead transparency films that produce a colored dye image on a clear base by

means of an ammonia developing process. These materials reproduce anything written, drawn or printed on translucent material.

Dolly or Dollies
A stand or tripod on wheels used to move heavy objects, such as a large television camera.

Dry mount press
A thermostatically controlled means of applying pressure to seal a photograph or print to a cardboard mount.

Graphic lab
A workshop for many types of graphic art work and reproduction.

Index
Refers to the periodic footage counter on a machine such as tape index on a reel-to-reel tape recorder.

Intercom
A telephone type installation permitting communication between two or more stations, usually using a small loudspeaker for output.

Jacks
Devices used for connecting an electric cord to the sound output of a recording or reproducing machine.

Job-rated
Regulations determining the quality of electrical equipment.

Keys
The various card catalogs, reader's guides, and other methods providing a student access to the media-center collections.

Keystone eliminator
A device permitting a projection screen to be tilted at an angle perpendicular to the beam of light from the projector so the top and bottom of the image will approximate the same length, and the picture will not "keystone". Keystoning can be either vertical or horizontal, depending upon relation of projector to screen.

Laminator
A machine to apply a thin sheet of plastic over a picture in order to preserve it. Usually this is a heat/pressure process.

Light control
Ability to darken a room by means of window curtaining and/or electric light dimmer for better projection purposes.

Light table
A table with translucent top illuminated by interior lights so transparencies can be previewed. Also used for tracing purposes.

Local production
Audio-visual materials, such as posters, charts, slides, transparencies and tape recordings made by students or teachers themselves in contrast to commercial production.

Master light switch
One electric control for all lights in media suite.

Matte screen
A screen with a smooth flat white reflecting surface.

Media-aide station
Work space for media personnel with desk and files. Commands a view of the media center for supervision purposes.

Media center
A learning center in a school where a full range of print and audio-visual media, equipment and services are accessible to students and teachers.

Media suite
All of the rooms adjacent to one another housing materials and equipment for use by students, teachers and media specialists.

Microfilm
A roll of film, usually 35mm, containing images that have been greatly reduced by a photographic process.

Micro reader
Equipment to enlarge and project microfilm so it can be read.

Micro reader-printer
A device to produce a printed copy of a single frame of microfilm.

Microfiche
A sheet of film usually 4" x 6" containing images greatly reduced by photographic process.

Movieola
A professional motor-driven film editing machine. The film and magnetic tapes are locked together for cutting. They can be edited separately or in combination for sync-sound pictures.

Multilith
An offset printing machine for processing various forms of copy.

Overhead projector
A projector utilizing large 10" x 10" transparencies. Screen is in back of lecturer who faces his class. Overhead can be used under normal lighting conditions.

Opaque projector
Equipment for reflecting light onto printed copy and projecting it onto a screen. Requires darkened room. Used for tracing maps, cartoons and diagrams.

Press-apply letters
Lettering method for transferring especially printed letters to other copy by a burnishing process.

Primary typewriter
A special typewriter that prints large. Six characters to the inch. Manufactured under different trade names by various typewriter companies.

Polaroid
A camera that takes black and white or colored pictures which can be developed in minutes without a darkroom.

Programed media
Materials for self-instruction depending on immediate reinforcement. These materials can be prepared in book form or machine format requiring special equipment.

Realia
Real objects used to relate classroom teaching to actual phenomenon.

Rearscreen projection
Projector image comes through from back of a translucent screen. Image may be reflected onto screen from a mirror. Rear projection makes possible a bright image in a normally lighted room.

Silk screen kit
A stencil printing method.

SLR camera
Single lens reflex camera. Image is viewed directly through the "taking" lens.

Story board
A method of scripting a story for an audio-visual presentation. Cards placed in slots on a board contain both picture sketches and words of the text for each logical sequence. Changes can be made by rearranging cards without rewriting entire pages.

Tack board
A bulletin board.

Tacking iron
A small heated iron with built-in temperature control, used to fasten mounting tissue on a picture or photo in the dry mounting process.

Tele-lecture
Two way telephone loudspeaker system permitting a lecturer to communicate with a class at long distance.

TV TERMINOLOGY

Acoustical control
Floor, wall or ceiling materials that absorb rather than reflect sound waves.

Audio-active
A device used in foreign language study permitting a student to respond by speaking into a microphone, hearing himself through his headset and having his voice recorded on tape.

Audio mixer
A multi-channel input for a tape recorder, allowing voice, music and sound effects to be mixed and placed on tape simultaneously.

Color organ
An organ type keyboard that controls and mixes projected colors on a screen, usually to music.

Degauss
Erasing a recorded program from magnetic tape, either audio or video, by means of a strong electromagnet.

Electric pointer
Special type flashlight to throw an illuminated arrow on the screen.

Film chain
A device for televising a film or slide, consisting of a projector and television camera.

High gain master antenna
A device making possible point-to-point radiated television transmission from a central location to several schools.

Lavalier mikes
A microphone on a neck cord so the broadcaster has freedom of movement while speaking.

Microprojector
A device for projecting microscopic pictures.

Mike boom
A microphone fastened to an extendible rod, so the microphone will be invisible to the camera field yet near the speaker.

Monitoring
: Ability to hear or see a program while it is being produced to check on operation of transmitter or the transmission system.

Radio frequency modulator
: A device used to make the television signal avialable to a commercial television receiver. Eliminates need for special type television monitors.

Tape deck
: A tape recorder manufactured for a built-in facility, as compared to a self-contained portable recorder. Tape decks often require additional amplifying equipment.

Worksheets for Planning Media Facilities
for School Buildings K-12

Printed and Audio-Visual Services

General Use Area

Media Center — This area provides students and teachers with a place to read, study, think, write, browse and make simple audio-visual material. Equipment and materials are provided for research, previewing, auditioning and local production. Facility should have central, convenient location taking into account supervision and traffic flow.

Technological Facilities and Resources	Checklist
· Seating Chairs and tables Carrels (electrified) Picture book tables and stools for elementary class. Story-telling cushions Index reference tables for secondary classes.	Space, equipment and material for _____ students
· Shelving Adjustable Perimeter Double faced Full and counter height Sized for standard books, reference books and paper books. Newspaper display racks Shelf backing Section labels Bookends Step stools	
· Art prints (reproductions)	
· Microforms Microfilm/microfiche Readers Reader-printer Microfilm storage	

General Use Area

Media Center (Continued)

Technological Facilities and Resources	Checklist
· Stacks for magazine storage	
· Floors Sound deadening carpeting	
Dictionary and atlas stands	
Globes Folding maps	
Tackboard/bulletin board	
Exhibit cases	
Blueprint file and cabinet	

Circulation Area Media Center	The "keys" to the collection are located in this area, within card catalogs and indexes. Charge out desk should be placed in a strategic place to control main area.

Technological Facilities and Resources

Card catalogs
Expandable. 1,000 cards per drawer

Charge out desk. Two level, for elementary.

Book depository

Charging machine

Circulation Center (Continued)

Technological Facilities and Resources — Checklist

Book truck. Four wheel swivel, flat tilt-top

Storage bins

Intercom control center

Master light switch

Reserve stack

Storage lockers

Hi-model posture chair

Copying machines

Filing cabinets, three drawer and jumbo

Pencil sharpener

Coin changer

Adjustable storage for:

Books
Magazines
Films, slides and transparencies
Filmstrips
Film loops
Tapes. Reel and cassette
Disc recordings

Administration Areas
Media Center

This space will be provided for the staff for study, dictation, individual interviews and small conferences.

Technicological Facilities and Resources — Checklist

Office desks for professional staff

Administration Area
Media Center (Continued)

Technological Facilities and Resources	Checklist
Desks for secretaries	
Posture chairs	
Conference table and chairs	
Files	
Shelving	
Telephones	
Intercom system	
Coat racks	
Typewriters	
Adding machines	
Dictating equipment	
Thermal copier	
Mimeograph	

Large Group Instruction	This space is provided for lectures, multimedia presentations and demonstrations.

Technological Facilities and Resources	Checklist
Comfortable seating	
Large screen, minimum 10' x 8'	
Auditorium type overhead projector	

Large Group Instruction
(Continued)

Technological Facilities and Resources	Checklist
Projection booth	
Light control	
Television receivers	
Electrical outlets	
Rear projection booth	
Screens	
Film, filmstrip and slide projectors	
Platform for projectors (folding)	
Spotlights	
Mikes	
Sound system wired to projector stations and to building intercom	
Ventilation Regulation: 15 cubic feet of air change per occupant per minute	
Ramps	
Minimum noise level	

Individualized Instruction Media Center	In this area a student is encouraged to work by himself with both print and nonprint materials. Carrels provide solo space to use a variety of portable or stationery equipment such as the items mentioned below.

Technological Facilities and Resources	Checklist
Computer equipment	
Microfilm reader/reader printer	
Listening systems: Earphones for use with record players and tape recorders	
Television monitors	
See Graphics Lab for local production facilities to be incorporated in the media center	
Radio receivers	
Cassette tape recorders	
Microphones	
Patch cords	

Classroom Areas	Another definition of this type of area is "teaching station." This is any area in a school where formal instruction prevails. Media centers are not included in this definition, although it is recognized that instruction is part of the media program.

Classroom Area
(Continued)

Technological Facilities and Resources	Checklist
Matte wall screen installed at eye level, 70" x 70" minimum	
Keystone eliminator	
Overhead projector, classroom type	
Adequate electrical circuits	
Movable chairs and desks	
Storage cabinets	
Chalk boards· Regulation: 18 linear feet, installed at convenient height for pupil age group.	
Tack boards: Eye level, cork and felt. Hook and loop Magnetic	
Maps and charts Mounting rails installed above chalk boards or tack boards	
Television outlets At least two outlets provided from both closed circuit and open circuit systems in every instructional area designed for television reception and origination.	

Classroom Area
(Continued)

Technological Facilities and Resources	Checklist
Tables	
Shelving	
Podium lectern	
Forced ventilation: Regulation: At minimum noise level, 10 cubic feet of outside air per pupil per minute when classroom is at full student load.	
Intercom system	
Projection table on wheels with shelf or shelves	

Graphics Lab	A work area used for local production of educational materials such as printing and duplicating, making signs and posters, transparencies, bulletin board displays, demonstrations and exhibit preparation.

Technological Facilities and Resources	Checklist
Job rated electrical wiring	
Sinks. Running hot and cold water	
Exhaust ventilating fans	
Cabinets, shelving	

Graphics Lab (Continued)

Technological Facilities and Resources	Checklist
Bins, drawers	
Counters, work surfaces	
Light table	
Files Standard and jumbo Special for posters Study prints	
Primary typewriter	
Stencils	
Mimeo-scope	
Stencil files	
Spirit duplicator	
Thermo-copier	
Large paper cutter	
Three hole punch	
Transparency production system	
Diazo printer	
Transparency viewer	
Overhead projector and screen	
Opaque projector	
Drymount press and tacking iron	

Graphics Lab (Continued)

Technological Facilities and Resources	Checklist
Drymount tissue	
Mounting board	
Pressure weight set	
Silk screen kit	
Mechanical enlarger	
Collator	
Electric stapler	
Drawing board, T-square	
Sign making equipment	
Mechanical lettering brushes	
Poster paint	
Poster board	
Multilith equipment	
Laminator	
Air brush	
Press apply letters	
Waste disposal	
Ample storage	
Fire extinguisher	
Media specialist station	

Photographic Production Area	A complete dark room and photo studio is useful for educational purposes. Many uses for photography will be found in the school by both faculty and students.

Technological Facilities and Resources	Checklist
Cameras with close-up accessories	
Camera tripod, elevator type	
Variety of film	
35mm single lens Reflex camera for taking 2 x 2 slides	
16mm motion picture camera	
Super 8mm camera	
Rapid process Polaroid camera	
4 x 5 copy camera and stand	
Slide copier	
Photoflood lighting equipment	
Flash equipment	
· Editing equipment including:	
Film splicers, 16mm and Super 8mm	
Tape splicers, reel-to-reel and cassette	

Photographic Production Area
(Continued)

Technological Facilities and Resources	Checklist
Movieola	
Rewind and viewer	
Dark room- light lock	
Dark room equipment	
Sink, running water, temperature regulator	
Floor drain	
Film developing tanks	
Large paper cutter	
Story board materials	
Enlarger	
Drying racks	
Timer, thermometer	
Chemicals and printing paper	
Washer, dryer	
Drymount press	
Tacking iron	
Drymounting tissue	
Cardboard mounts	
Refrigerater for film storage	

Special Use Area	An audio-visual facility which allows students and faculty to preview films and filmstrips, audition recordings, both tape and disc. Also, for viewing microfilm to receive telelectures and educational television programs.

Technological Facilities and Resources Checklist

·Previewers

Silent
Sound
Slide/tape
Loop film

Acoustical treatment

Phono, disc record players

Reel-to-reel tape recorders

Cassette tape recorders

Maps

Globes

Charts

Models

Posters

Photographs

Diagrams

Kits

Replicas

Realia

Special Use Area
(Continued)

Technological Facilities and Resources	Checklist
Auto-tutorial equipment	
Professional books and journals	
Tele-lecture equipment	
Resource files	
Carrels, wet and dry	
· Television receivers minimum 23" screen	
Listening stations	

Mechanical Production Area	Opportunities are provided in this area for individuals and classes to construct models, dioramas and stage sets.

Technological Facilities and Resources	Checklist
Work benches	
Tools, hand and power	
Spray paint	
Sink, running water	
Heating equipment	
Dollies	
Hand truck	

Mechanical Production Area
(Continued)

Technological Facilities and Resources	Checklist
· Construction materials	
Cardboard	
Paint and brushes	
Wire	
Paper	
Tissue	
Wood	
Canvas	
Ample storage space	

Language Lab or Learning Lab	A room with equipment available for use in foreign language instruction, music instruction, speech and business education. Capability of expansion should be considered.

Technological Facilities and Resources	Checklist
1. Simple System	
One tape recorder or cassette player and a headphone listening center.	

Technological Facilities and Resources	Checklist
2. Advanced System	
Console containing tape decks and record players.	
Jacks for external input	
Student stations	
Instructor monitoring from console	
Headphones for each student with microphone boom	
Recording capability on separate track, at least half audio-active comparative. Regulation: 50 to 11,000 Hz.	
3. For Individualized Study	
Repeating type cassette recorder. Playback with fast forward and rewind modes.	
Tape and record storage cabinets	
Individual television screens	
Coaxial cable	
Screen, projector, light control	

Language Lab Area
(Continued)

Technological Facilities and Resources	Checklist
Degaussing equipment (tape erasing machine)	
Tape recorder cleaning and head demagnetizing kit with instructions	

Planetarium	This scientific device, essential to the study of modern astronomy and space science, requires a special room. It is possible to locate this equipment in a multiple use room. (See Special Experience Lab.)

Technological Facilities and Resources	Checklist
Planetarium projector	
Control panel	
Complete light control	
Domed ceiling room	
Special seating equipment	
Electric pointer	

Dial Access Retrieval Area	In this area, students are able to dial an audio or video educational program of their choice. Programs are often posted daily.

Dial Access Retrieval Area
(Continued)

Technological Facilities and Resources	Checklist
Tape equipment for audio and video retrieval system	
Electronic switching system	
Console	
Ventilation system	
Wet carrels	
Headphones	
Connecting cables	
Tape storage area	
Media aide station	
Bulletin board for program listing	

Television	Complete educational television facilities will have both broadcast origination and distribution systems including a well equipped studio with provision for future expansion.

Technological Facilities and Resources	Checklist
· Distribution System	
Antennas	
Head-end amplifiers	
Cables and classroom tap-offs	
Receiver-monitor	
Color capability	
Ability to record off-the-air	

Television
(Continued)

Technological Facilities and Resources	Checklist
· Classroom Origination Camera Microphone Audio-visual modulator Television receiver monitor on stand	
· Television Studio Two television cameras with zoom lenses Tripods and dollies Switcher Special effects generator Console Sync generator Three video monitors Microphones Audio mixer and amplifier Film chain for 16mm 2 x 2 slides	
· Audio tape recorder Radio frequency modulator and transmitter unit for combining video and audio for RF transmission on a given channel frequency.	
Headsets and intercom Video tape recorders with modulator Studio control room Cable connections	
Electronic editing accessory built into video tape recorder.	
Curtains and scenery, props Light equipment Adequate storage Acoustical control	
Proximity to teacher preparation and graphic production facilities	

Special Experience Laboratory	This room is specially built and equipped. It is designed to arouse the curiosity for learning. Total involvement of the senses is provided to supplement textbook and content oriented curriculum. Types of offerings may include astronomy instruction, art presentations, geology, the seasons, zoo animals, city streets and sounds, culture contrasts and space flight.

Technological Facilities and Resources	Checklist
Hemispheric room, 40' in diameter	
360° projected environment	
Carpeting	
Ventilation	
Entire dome treated as a projection screen	
Total light control	
Soundproof	
Six floor level loud-speakers	
Amplification system	
Multiple slide projection	
Overhead projector	
Space-transit planetarium	
Computer control console for planetarium	

Special Experience Laboratory
(Continued)

Technological Facilities and Resources	Checklist
Color organ	
Battery of 16mm sound motion picture projectors	
Super 8mm loop projectors	
Programing control unit for all projectors	
Stereo tape and cassette recorders	
Inflatable or foam cushions	
Color wheel	
Record player	
Planning area	
Large library of 2 x 2 slides	
Film library	
Tape library	
• Storage space	
Shelving and files	
Director's office	
Secretarial office	
Desks, phones, book cases	

Technical Repair Area	In this room technicians work to keep the school's audio-visual equipment in good repair. This function becomes essential to cut down time as equipment multiplies.

Technological Facilities and Resources	Checklist
Work benches	
Tools	
Shelves, cabinets	
Professional test instruments	
Spare parts, projection bulbs	
Storage for equipment awaiting repair	
Adequate electrical power, properly fused	
Media station	
Desk, chair, files	

Audio-Visual Planning Aids
A Bibliography

Audio Visual Equipment Directory, National Audio-Visual Association, Inc., 3150 Spring St., Fairfax, Va. 22030.

Bartlett, R. C., Projection of Guidelines for the Multi-Media Center, Fall, 1968. North Central Association Quarterly, 5454 South Shore Drive, Chicago, Ill. 60615.

Brown, James W. and Kenneth Norbert, Administering Educational Media, 1965. McGraw-Hill Book Co., 330 W. 42nd St., New York, N. Y. 10036.

Carroll, Donald M. Jr. and Norman O. Miller, Faculty Self-Study in the Elementary School, Instructional Materials Section, 1966. Division of School Evaluation, Bureau of Curriculum Development and School Evaluation. Department of Education, Box 911, Harrisburg, Pa. 17126.

Clement, E., Organization and Administration of Multi-Media Resources, December, 1968. Wilson College Bulletin, 950 University Ave., Bronx, N. Y. 10452

Davies, Ruth Ann, The School Library, A Force for Educational Excellence, 1959. R. R. Bowker, Co., 1180 Avenue of the Americas, New York, N. Y. 10036.

Educator's Purchasing Masters, Three volume set: Vol. 1, General Equipment; Vol. 2, Audio-Visual; Vol. 3, Publishers. Department DM, Fisher Publishing Co., 3 West Princeton, Englewood, Colo. 80110.

Erickson, Carlton W. H., Administering Instructional Media Programs, 1968. The MacMillan Co., 866 Third Ave., New York, N. Y. 10022

44th Annual Blue Book of Audio-Visual Materials, 1969. Educational Screen and Audiovisual Guide, 434 S. Wabash Ave., Chicago, Ill. 60605.

Green, Alan C., Educational Facilities with New Media, 1966. Publication Sales, National Education Assoc., 1201 16th St., NW, Washington, D. C. 20036.

Guide for School Librarians, a Title V ESEA Project, 1969. Bureau of General and Academic Education, Division of School Libraries, Department of Education, Box 911, Harrisburg, Pa. 17126.

Instructional Television Facilities, a Planning Guide, 1969. United States Government Printing Office, Washington, D. C. 20402.

Neagley, Ross L. et al, The School Administrator and Learning Resources, a handbook for effective action, 1969. (See chapter 3, "Role of Media and Method." Also chapter 6, "Planning the School Plant.") Prentice-Hall, Inc., Englewood Cliffs, N. J. 07632.

Plan for Progress in the Media Center, State of Iowa, 1969. Publications Section, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319.

Planning a Television System for School Use, 1970. Bureau of Instructional Media Services, Department of Education, Box 911, Harrisburg, Pa. 17126.

Recommended Quantitative Guidelines for Instructional Media, 1967-68. Bureau of Instructional Media Services, Department of Education, Box 911, Harrisburg, Pa. 17126.

Regulations of the State Board of Education of Pennsylvania, 1969. (Chapter 3, School Buildings.) Bureau of School Construction, Department of Education, Box 911, Harrisburg, Pa. 17126.

School Library Standards, 1970. Division of School Libraries, Bureau of General and Academic Education, Department of Education, Box 911, Harrisburg, Pa. 17126.

Selection of Instructional Materials and Equipment by Teachers, March, 1970. NEA Research Bulletin, National Education Assoc., 1201 16th St. NW, Washington, D. C. 20036.

Standards for School Media Programs, 1969. Publication Sales, National Education Assoc., 1201 16th St., NW, Washington, D. C. 20036.

The School Plant Guide for Planning School Plants of Pennsylvania, reproduced and amended to January, 1969. Bureau of School Construction, Department of Education, Box 911, Harrisburg, Pa. 17126.